

UNITARIAN UNIVERSALIST MINISTERS ASSOCIATION
Boston, Massachusetts
Exempt Position Description

Date: February 2024
Position Title: Lifelong Learning Manager
Reports to: UUMA Director of Ministries and Programs
Status: Full-time
Salary Range: \$60,000 - \$65,000

Purpose: To support the UUMA in calling forth courageous and transformative ministries, empowered by love, committed to collective liberation by managing our lifelong learning programs.

Description: The Lifelong Learning Manager is responsible for identifying, evaluating, promoting and developing educational content, experiences and standards for members of the UUMA. Duties include: volunteer recruitment and support, content curation, program development and maintenance, learning opportunities development and administration, and communications.

Principal Responsibilities Include:

1. **Educational Content Curation:** In line with our Content Strategy, identify, evaluate, organize, catalog and promote accessible, high quality learning experiences to our members. Ensure materials are available in a wide range of modalities including books, articles, podcasts, webinars, trainings, classes and events.
2. **Program Management and Maintenance:** Recruit, equip and support UUMA members and volunteers to maintain and expand our learning and collegiality programs. Monitor and assess our Continuing Education Standards; promote the standards to members and monitor member engagement.
3. **Lifelong Learning Opportunities Development & Administration:** In line with our Content Strategy, identify and recruit teachers/facilitators of lifelong learning opportunities. Support the facilitators in preparing and presenting their offerings. Manage timelines, coordination, communication, delivery, cataloging and evaluation of all learning opportunities. Reassess the Content Strategy in light of the current needs of ministers.
4. **Communications:** Provide timely and effective communication with collaborating staff, partners, volunteers and participants throughout the year. Create content for our website along with direct email, social media and individual written and verbal communications to ensure multiple forms of outreach are utilized.
5. **Liaison:** Serve as the primary liaison to the UUA Professional Development Director and the UUA Professional Development Programs Manager.
6. **Additional Duties as Assigned:** Additional duties include attending supervision meetings, staff meetings, and collaboration in supporting large events including Ministry Days and the Institute. Although some administrative support is available, successful candidates will have the administrative skills necessary to support and manage this portfolio.

Additional Expectations:

1. Travel is expected 2-3 times per year.
2. Perform additional duties as directed.
3. This position is not location dependent. Expectation is that the candidate will work from their home office.

Preferred Credentials:

- Minister in Fellowship with the UUA, UUA Credentialed Religious Educator, or at least 5 years work experience in comparable roles.

Core Competencies

- Strong commitment to and understanding of Unitarian Universalist values and to supporting the growth and development of Unitarian Universalist ministers.
- Experience in education or professional development; including best practices, instructional design and content strategy.
- Experience with online education and online learning technology.
- Demonstrated commitment to and experience with anti-racist, anti-oppressive and multicultural practice in all facets of work.
- Excellent oral and written communication, administrative and organizational skills; with strong attention to detail.
- Strong project management skills.
- Receptivity to different perspectives and able to work with diverse groups.
- Flexible with a sense of humor. Shows independence and initiative.
- Demonstrated capacity to work cooperatively and collaboratively.
- Ability to work in a staff team in a 'cloud' office environment.

How to Apply

People with disabilities, people of color, Indigenous people, Hispanic/Latino/Latinx, and LGBTQ candidates are encouraged to apply. The UUMA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé to Janette Lallier at lallier@uuma.org

About the UUMA:

The Unitarian Universalist Ministers Association (UUMA) is the professional association for Unitarian Universalist ministers. Our mission is to call forth courageous and transformative ministries, empowered by love, committed to collective liberation ...because we need one another. We serve approximately 1,900 members, which include ordained clergy who are actively serving in church and community settings, as well as retired ministers and students in preparation for the ministry. As we strive to achieve this mission we:

- Promote Lifelong Growth and Learning in Ministry
- Support ministers in all stages and settings
- Maintain Guidelines and offer accountability processes
- Work to dismantle systems and structures of racism and oppression
- Conduct our operations in alignment with our values
- Provide spiritual, theological, and religious leadership throughout Unitarian Universalism.

Although our normal workweek is 40 hours, the UUMA provides flexible work from home schedules. We pay 80% contribution towards health insurance premiums, 10% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUMA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUMA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Director of Operations, Janette Lallier at 617-848-0498 or lallier@uuma.org. For more information on the UUMA, visit us online at www.uuma.org/why.

About Unitarian Universalism:

You can learn more about the Unitarian Universalist Association of congregations and the people who make up our movement here: <http://www.uua.org/association/index.shtml>. From www.uua.org: "Unitarian Universalism is a liberal religion with Jewish-Christian roots. It has no creed. It affirms the worth of human beings, advocates freedom of belief and the search for advancing truth, and tries to provide a warm, open, supportive community for people who believe that ethical living is the supreme witness of religion."

Support for the Mission and Values of the Association:

Unitarian Universalism is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUMA, all UUMA staff members are expected to perform their job duties in accordance with the UUMA's values, principles and mission (www.uuma.org/why).

In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUMA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.